



Library Administrative Rules: Volunteers

Purpose

The Hillsboro Public Library is committed to creating a welcoming, open, and collaborative environment for our community. Through our volunteer program, the Library seeks to involve a diverse section of the Hillsboro community in providing library services, giving community members the opportunity to serve, support quality library services, connect with their community, and share their interests and expertise. A strong volunteer program creates numerous advocacy opportunities for the Library in the community and allows us to increase community involvement in and awareness of the Library.

Library volunteers partner with staff to improve, expand, and innovate in library services. Volunteers extend and enhance the work of paid staff and may be involved in any library program or activity, serving at any level of skill. Volunteers are essential to our service and our success, and the Library strives to provide each volunteer with meaningful assignments, effective support, and recognition for their contributions.

Definition

A "volunteer" is anyone who, without monetary compensation, performs a task on behalf of the Library and under the direction of library staff. A volunteer must apply and be officially accepted, oriented, and trained by library staff prior to performing any task. Youth and adults participating in school or work-sponsored community service activities are also volunteers, as are students participating in unpaid practicum or internship opportunities, alternative court sentencing programs, or other unpaid referral or work-experience programs.

Eligibility to volunteer

We welcome volunteers of all ages and backgrounds, although some volunteer roles may have specific age requirements. Volunteers who have not yet completed 7th grade must be accompanied by a parent or guardian who will volunteer alongside them. Volunteers 18 or older who may work with children or other vulnerable populations, or who may have unsupervised one-on-one contact with library patrons, are required to complete a background check before beginning to volunteer.

Library Employees

The Library is forbidden by City policy from accepting the services of employed staff as volunteers. In addition, non-exempt staff are not permitted to volunteer for the Friends of the Hillsboro Public Library or the Library Foundation of Hillsboro. Family members of staff are allowed to volunteer with the library, the Friends, and the Foundation.